

TABLE OF CONTENTS

Section	Page
I. Introduction, Disclaimer & Instructions	1.1-1.2
EFFECTIVE ATTORNEY-CLIENT INTERACTION	
II. The Representation Agreement	
Key Points	2
Review Questions	3
III. Keeping in Touch	
Key Points	4
Review Questions	5
IV. Anticipate Challenges	
PART A –	
Key Points	6
Review Questions	7
PART B –	
Key Points	8
Review Questions	9
V. Dealing with Lawsuits	
Key Points	10
Review Questions	11
VI. Best Practices	
Key Points	12
Review Questions	13
VII. Responsibility & Accountability	
Key Points	14
Review Questions	15
VIII. Glossary	16
IX. Answer Keys	18